

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

**Senior Clerk**

Salary: \$42,297 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This is moderately difficult clerical work involving responsibility for the performance of a variety of clerical tasks which require a general understanding of specific laws, organizational rules, procedures and policies. Incumbents may direct and review the work of a small number of lower-level clerical employees, but any supervision exercised is of a limited nature. This class is distinguished from Clerk by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and the exercise of independent judgment in selecting the best of a number of prescribed alternatives regarding clerical operations. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and two (2) years of clerical experience; **OR**
- (B) Completion of one (1) year of college study and one (1) year of clerical experience.

**Additional Employment Information:** This position is currently being filled under the HELP Program and will not require a civil service examination at this time.

Applications accepted until the position is filled.

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website,  
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources  
(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
**EEO**

**Posted:** 08/28/2025